

# Texas A&M International University Graduate School

2017-2018



# GRADUATE HANDBOOK



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## INTRODUCTION

The Graduate School and faculty of Texas A&M International University are pleased to welcome you to our graduate program. We hope that your experience at the University will be both enjoyable and rewarding.

This Handbook has been prepared by the University Graduate Council at Texas A&M International University to assist graduate students and their advisory committee members. **This material is provided as a convenient guide to basic information; however, students should be aware that the authoritative, official policies of the University are definitively set forth in the current Texas A&M International University catalog and in the policy manuals of the Texas A&M University System (TAMUS).** When in doubt about any information in this handbook, students should consult the catalog, the Texas A&M University System manuals, or their College or Program Handbook.

Two other documents containing essential information are the Texas A&M International University *Student Handbook* and the *Thesis Manual*. The *Student Handbook* is available in the Office of Student Conduct and Community Engagement (Student Center 226), and the *Thesis Manual* is available in the Graduate School – Zaffirini Success Center (ZSC) 206. As a graduate student, it is your responsibility to be informed about policies and practices pertaining to your graduate studies.

## OBJECTIVE OF GRADUATE STUDY

"The aim of graduate academic work at Texas A&M International University is to provide an opportunity for further study in chosen fields. Such study should lead to greater breadth, but especially to greater depth of knowledge in the field selected. Emphasis is placed on (1) how to find knowledge, (2) how to evaluate it, (3) how to organize it, and (4) how to apply it." (2015-2016 Texas A&M International University Catalog).

## **Graduate Degrees at Texas A&M International University**

### **A.R. Sanchez, Jr. School of Business**

MBA with the following areas of concentration:  
International Business (*taught in English and Spanish*)  
International Banking and Finance  
International Trade and Logistics  
Management

MPAcc - Master of Professional Accountancy  
MS-IS - Information Science  
Ph.D.-IBA - International Business Administration

### **College of Arts and Sciences**

Combined BA/MA or BS/MS  
(Major in: Communication, Criminal Justice, English, History, Mathematics, Political Science, Psychology, or Sociology)  
MA - Communication  
MA - Counseling Psychology  
MA - English  
MA - History and Political Thought, History Concentration  
MA - History and Political Thought, Political Science Concentration  
MA - History and Political Thought, History and Political Science Concentration

MA - Sociology  
MA - Language, Literature, and Translation  
MS - Biology  
MS - Criminal Justice  
MS - Mathematics  
MS - Mathematics Education  
MS- Applied Statistics  
MS - Psychology  
MPA- Public Administration  
Ph.D. - Hispanic Studies  
(Collaborative Ph.D. with TAMU)

***Professional Certificate***  
Non-Profit Leadership and Management

### **College of Education**

MS- Curriculum and Instruction  
MS- Bilingual Education  
MS- Educational Administration  
MS- Special Education  
MS- School Counseling  
MA-Teaching

***Professional Certificates***  
***(Master's Degree required)***  
Educational Diagnostician  
Principalship  
Reading Specialist  
School Counselor  
Superintendent

***Endorsements***  
***(Master's Degree not required)***  
Master Reading Teacher

### **College of Nursing and Health Sciences**

MSN - Family Nurse Practitioner  
MSN - Nursing Administration

## ADMISSION REQUIREMENTS AND PROCEDURES

All students (including transfer students) seeking admission to a graduate degree program at Texas A&M International University need to submit an application for admission on [applytexas.org](http://applytexas.org). All supporting documents and any additional program specific documents indicated in the catalog and/or the Graduate Admissions Application must be submitted by the posted deadline.

Each student application will be carefully reviewed (in compliance with HB 1641), and decisions will be made on a case-by-case basis. The Graduate School will notify students in writing about the status of their application.

Below is a limited list required for graduate admissions (see catalog/Admissions Application for full list):

1. **Application for Graduate Admission at [applytexas.org](http://applytexas.org)**
2. **Graduate Application Fee of \$35.00.**
3. **Official college/university transcript(s)** from institutions other than Texas A&M International University must be sent directly from each institution attended. Degree must be posted on transcript. The degree must be from a college or university of recognized standing, with degrees from institutions outside the U.S. evaluated for equivalence to U.S. degrees.
4. **Official Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT)** scores are required only if pursuing certain degrees. Official test scores must be sent directly from the Educational Testing Service (ETS) and dated within five years of enrollment. In programs requiring GRE, no admission decision will be made prior to the receipt of an official GRE or GMAT score.
  - Graduate programs in the **College of Arts and Sciences** do not require that applicants take the GRE, with the exception of the MA in Counseling Psychology.
  - The **A. R. Sanchez, Jr. School of Business** does not require standardized test scores (GRE, GMAT, Examen de Admisión or EXANI III) for master's program applicants whose undergraduate upper level grade point average is a 3.0 or higher. Applicants who do not meet the undergraduate upper level grade point average requirement are required to submit GRE or GMAT scores. Students pursuing the MBA taught in Spanish may choose to take the *Examen de Admisión*. No admission decision will be made prior to the receipt of official GMAT, GRE, or *Examen de Admisión* scores.
  - The **College of Education** does not require the GRE.
  - The **College of Nursing and Health Sciences** does not require the GRE.

\*Exception to the GRE requirement: applicants who have already obtained a masters or law degree from a regionally accredited institution are exempt from the GRE.

5. The **Test of English as a Foreign Language (TOEFL)** is required of all students having academic studies from a country where English is not the native language.

A minimum TOEFL score of 79 (ibt TOEFL) or 550 (paper-based) or 213 (computer-based) or 7.0 IELTS is required.

For Ph.D. in International Business Administration applicants, a minimum TOEFL score of 100 (ibt TOEFL) or 600 (paper-based) or 250 (computer-based) is required for consideration for admission to the doctoral program; however, an applicant who has received a graduate degree from an Association to Advance Collegiate Schools of Business (AACSB) accredited U.S. institution within two years of the date of application may be exempt from this requirement.

**TOEFL score must be sent directly from the Educational Testing Service (ETS) and dated within two (2) years of enrollment.**

### **Admissions Status**

- **Provisional admission** may be granted to students who have not submitted all documents or test scores for admission. Such students will be allowed to attend for one semester (i.e., enroll in up to 6 graduate semester credit hours and earn a 3.0 or better overall graduate grade point average). Provisional admission is not available for all degree programs and is not available for international students. Students should check with the chair of the department/division delivering the program to determine provisional admission availability.
- **Probationary admission** may be granted to students who have submitted all documents for admission but do not meet all requirements for full admission. Students who have a low overall grade point average or low GRE/GMAT scores, or who have not met departmental requirements or lack appropriate background for the chosen master's program may be granted probationary admission. Probationary status will be changed to full admission upon completion of 12 semester credit hours with a 3.0 or better overall graduate grade point average and upon completion of any additional requirements.
- **Full Admission** may be granted to students who have submitted all documents for admission and have met all requirements for full admission depending on available space.
- **Conditional Admission:** An admission decision based on an imposing non-academic condition. If an applicant is admitted conditionally, this means that the student is pending an official document (transcript, degree certificate, test score) that is required for general admission. The student is allowed to enroll for one semester and submit the pending documentation. The student may not register past this initial semester until the pending documentation is submitted



## **Deferred Admission**

Students wishing to defer their offer of admission can do so using the Leave of Absence Form available from the Graduate School. Deferrals will only be granted for a term of up to one year from the offer of admission. Students who defer their admission for more than one year will have to reapply.

## **Non-Degree Seeking Applicants**

Individuals wishing to take courses for personal growth may register for up to twelve hours as non-degree seeking. These courses may not be applicable to a degree program.

## **Graduate Study for Undergraduate Students**

A senior student in the last semester or summer session of undergraduate work may complete a normal load with graduate work as provided below:

- Must be within 15 semester credit hours of graduation
- Must have a 3.0 cumulative grade point average in upper-division work
- Must not enroll for more than 15 semester credit hours total, and must not enroll for more than 6 semester credit hours of graduate work
- Cannot count work in graduate courses towards the bachelor's degree. Graduate courses will be reserved for credit toward the graduate degree when the student is fully accepted into a graduate program (not applicable to students pursuing the BA/MA degree)
- Must have approval from the Department/Division Chair and the Dean of the College in which the work is offered

## **Combined BA/MA, BA/MS, BS/MS Degrees**

Undergraduate students with majors in Communication, English, Criminal Justice, History, Mathematics, Political Science, Psychology, or Sociology may pursue a combined BA/MA, BA/MS or BS/MS program. Students with an overall GPA of 3.2 or higher and a field GPA of 3.5 (3.25 for Mathematics) or higher (after completing at least six 3000-4000 level SCH; 9 SCH in Political Science with 3 SCH at the 3000-4000 level) may apply for admission to the Master of Arts/Master of Science program during their junior year. Students accepted into the program will begin taking graduate courses during the senior year. Students must attain a "B" in their coursework to remain in and continue the combined program.

Students will need to complete all admission requirements to the program during their junior year. This includes: Application to the University for admission to graduate study and submission of an official copy of the student's undergraduate transcript to the Dean of Graduate Studies. The student must also submit two letters of recommendation, one from the student's faculty advisor and one from another faculty member. Interruption of progress toward the degree may result in the requirement to reapply to the program and include meeting the GRE requirement. (Note: Only Counseling Psychology requires the GRE.)

Students seeking the BA/MA degree in Communication, English, History and Political Thought concentrating in History, History and Political Science, or Political Science or Sociology take up to nine SCH of graduate coursework during the senior year. Students may count a portion or all of these graduate hours toward their undergraduate degree requirements or save a portion or all of them to count toward the graduate degree requirements. Graduate courses used toward the undergraduate degree requirements may not be counted towards the graduate degree requirements.

Undergraduate students with a major in Criminal Justice or Psychology may pursue a combined BS/MS or a BA/MS program. Students seeking the BS/MS degree in Criminal Justice or the BA/MS in Psychology may take up to nine SCH of graduate coursework during the senior year. Students may count a portion or all of these graduate hours toward their undergraduate degree requirements or save a portion or all of them to count toward the graduate degree requirements. Graduate courses used toward the undergraduate degree requirements may not be counted towards the graduate degree requirements. Students electing to complete the BS/MS in Criminal Justice are eligible for either the thesis or non-thesis option.

Undergraduate students enrolled in the BA or BS in Mathematics (not the BA in Mathematics with 7-12 Certification) may pursue a combined BA/BS/MS program. Students seeking the BA/BS/MS degree in mathematics may take up to nine SCH of graduate coursework during the senior year. Students may count a portion or all of these graduate hours toward their undergraduate degree requirements or save a portion or all of them to count toward the graduate degree requirements. Graduate courses used toward the undergraduate degree requirements may not be counted towards the graduate degree requirements. Students electing to complete the BA/BS/MS in Mathematics are eligible for either the thesis or non-thesis option.

## **UNIVERSITY GRADUATE COUNCIL**

### **Membership**

The Graduate Council shall be composed of the following:

- The Dean of the Graduate School (Chair);
- One appointed member from each college;
- One member elected by each college;
- Four at large members, elected, with no more than two from any single college;
- Library representative (ex officio);
- University Registrar (ex officio);
- Graduate Student, appointed by Provost (ex officio); and,
- Faculty Senate President or his or her representative (ex officio).

With the exception of the graduate student representative, the University Registrar, and the Faculty Senate President, all members of the Graduate Council shall be full members of the Graduate Faculty. Elected or appointed members shall serve a term of two years from the beginning of the fall semester following their election or appointment, which shall occur in the spring.

Terms for elected or appointed members shall be two years and staggered.

### **Functions of the Graduate Council**

It is the responsibility of the Graduate Council to review all proposals for graduate degree programs and courses and, at its option, existing programs and to review the criteria for membership on the Graduate Faculty. Furthermore, the council is to establish admission standards, standards for continuation of graduate students, and residency requirements. Finally, the council is to consider any other matters relevant to the Graduate School.

### **Petitions**

Although the faculty expects all graduate students to meet the requirements outlined in the catalog, exceptions will occasionally be made in cases in which a student can demonstrate a genuine emergency has interfered with the timely completion of these requirements. When such a situation arises, the student should petition the Graduate Council for an exemption from the ordinary requirements.

### **Meetings**

The Graduate Council will meet monthly or as needed.

## STUDENT ADVISORY COMMITTEES

Soon after enrolling for graduate course work, and no later than the end of the second semester of study, each student must request a faculty member to chair an advisory committee. The committee should include at least four (4) tenured or tenure-track faculty members who are members of the Graduate Faculty at Texas A&M International University. The committee chair and one of the four members must be from the student's major field, and one member must be from a different field.

Selection of the committee members should occur after discussion between the student and the committee chair. If the student wishes to include more than four faculty members on the committee, approval by the committee chair is required.

Once the committee has been chosen and the designated faculty members have agreed to serve, the student must obtain their signatures on the form "Request for Service on a Graduate Advisory Committee." The student takes this form to the Graduate School, where it is kept as part of the student's academic records. A copy of this form should also be submitted to the department chair. Students must update their committee membership if any faculty members on the committee have left the university.

The student's advisory committee, in consultation with the student, will design a coherent and viable degree plan and a reasonable timetable for executing it. Upon advisement, each student will receive a copy of a checklist for graduate students and faculty advisors (see Checklist for Graduate Students p. 21) which will clarify the various stages of the student's expected progress toward the degree.

Undergraduate stem-work or prerequisites will not be included in the degree plan. Students must complete all courses with a satisfactory grade (C or above) and must maintain at least a 3.00 (B) cumulative average to remain in good standing. No more than three (3) semester credit hours with a letter grade of "C" earned at this university will be accepted as credit for a master's degree (except for the MACP Program, which allows no grades of

The advisory committee, under the direction of the committee chair, will have the responsibility for the following:

- Counseling the student on academic matters
- Evaluating the student's progress toward completion of the degree program
- Preparing the comprehensive examination
- Assisting with the thesis research proposal (if student is pursuing the thesis track)
- Administering and attending the defense of the thesis proposal
- Assisting with the thesis research
- Administering and attending the defense of the thesis

**All graduate students should schedule regular appointments with their committee chair each semester.** At the end of each semester, the committee chair must record that the student is making satisfactory progress toward the completion of the degree. Any student who temporarily or permanently drops out of a graduate program must provide a written explanation to the chair

of the advisory committee, who will file a report with the department chair and the Graduate School (See Leave of Absence section of this Handbook).

Students wishing to change either the chair or any member of the advisory committee must petition the Department Chair for permission to make such a change, citing specific and substantial reasons. Such changes should only be made after serious reflection.

## **CAPSTONE EXPERIENCE**

To be eligible to receive a graduate degree from Texas A&M International University, candidates must demonstrate the ability to comprehensively synthesize information, concepts, or skills vital to their discipline. This requirement may be met through passing a written comprehensive examination, through writing and successfully defending a thesis or dissertation, through completing a major project appropriate to the field of study, through completing satisfactorily an internship or other capstone experience, or through a combination of the preceding. The faculty of each program will decide which of these experiences is most appropriate as a requirement for the degree. Candidates must initiate completion of this requirement no later than the long semester after they have completed required coursework.

## **COMPREHENSIVE EXAMINATIONS**

### **Requirement for Graduation**

A written comprehensive examination shall be passed by the candidate covering the major and minor fields, and each will be VALID FOR ONE YEAR. Exams will be given each long semester. The comprehensive examination may be taken during the student's last semester of course work. A student who fails to pass one or more questions of the exam will be allowed one opportunity to repeat and pass the exam. Oral examinations must be completed by mid-November or mid-April.

### **Eligibility to Take the Comprehensive Examination**

In order to be eligible to take the comprehensive examination, a student must have at least a 3.00 GPA and be in good standing.

### **Notification of Intent**

Master's degree candidates must register intent to take the comprehensive examination with the Department Chair and the Testing Center no later than the third Friday of the semester in which the examination will be taken.

### **Preparation for the Comprehensive Examination**

At or near the beginning of the semester during which the examination will be taken, master's or doctoral students are encouraged to make appointments with professors who will submit questions for the examination. These appointments will give students guidance about

the materials most important to review. In order to study for the comprehensive examination, graduate students should keep notes, exams, and books from their courses.

### **Scheduling the Exam**

Comprehensive examinations are administered by the Testing Center during the student's last semester of course work. Before the examination takes place, the Department Chair and/or Advisory Committee Chair will ask faculty in the student's major and minor fields to submit questions.

### **Last Day to Take the Comprehensive Examination**

The last Friday of October (Fall Semester) or March (Spring Semester) is the last day to take the comprehensive examination for graduation in that semester. Examinations may be scheduled in the summer at the discretion of the Department Chair.

### **Format and Evaluation of the Comprehensive Examination**

The comprehensive examination will vary in format according to departmental requirements, but it should include written responses that cover the class work taken in the student's major and minor fields, as well as questions covering basic general knowledge in these disciplines. An oral defense of the student's written answers may be required at the discretion of the advisory committee.

At the examination, each master's student will be given a number of questions selected by the student's committee chair that cover the courses taken by the student in the major and minor fields. *Topics for questions will not be announced prior to the examination.* Each student will ordinarily have one hour per question for a maximum of 4 hours. The department will supply writing materials or computer, which will be used for each question. Students should be prepared to show a picture identification when going for the examination.

Each faculty member who has submitted a question will judge whether the student has responded sufficiently to that question to deserve a passing grade, and this judgment will be reported first to the chair of the Advisory Committee, and finally to the Department Chair. It is also the prerogative of each faculty member involved to request that the student undergo further written or oral examination on a particular question. The student's Advisory Committee makes a final recommendation to the Department Chair concerning the student's performance on the exam (i.e., pass or fail) utilizing the Comprehensive Examination Form. All recommendations for comprehensive examinations will be sent to the office of the Department Chair no later than the second Friday of November (Fall Semester) or the second Friday of April (Spring Semester). The Department Chair will forward the Comprehensive Examination Form to the College Dean and the College Dean will forward the form to the Dean of the Graduate School.

A student who does not complete all degree requirements within one year of passing the comprehensive examination will have to take and pass it again. A student who fails to pass one or more questions of the examination will be allowed one opportunity to repeat and pass the examination.

All degree requirements must be completed within five years of beginning the master's degree. The comprehensive examination must be taken before a student can sign up for Thesis courses.

## **THESIS AND NON-THESIS OPTIONS**

Both thesis and non-thesis degree plans are available in most of the graduate programs at Texas A&M International University.

### **Thesis Option**

The thesis option requires an original paper which demonstrates the ability of the candidate to organize and conduct a research study and to write a professionally competent report which makes a substantial contribution to ongoing work in the student's chosen discipline. Each student is guided in the thesis project by the advisory committee, under the direction of the committee chair. The format of the master's thesis should follow the guidelines set forth in the Texas A&M International University *Thesis Manual*, which provides clear information about relevant specifications. This manual is available in the Office of the Dean of the Graduate School <http://www.tamui.edu/gradschool/manuals.shtml>

While degree plans differ in the number of total scholastic credit hours (SCH) required, hours in a minor area of study are an obligatory part of most thesis plans, as are the six hours of thesis research. Students should maintain continuous registration during the Fall and Spring semesters until all degree requirements are fulfilled (see Leave of Absence, page 13).

### **The Thesis Proposal**

Students preparing to write a master's thesis should carefully consult with their advisors and should familiarize themselves with the Texas A&M International *Thesis Manual* and any other available college and/or program specific Thesis Manual. Since the thesis should demonstrate a student's capacity for independent research and formal writing, all work submitted to the advisor or to the committee should be presented in an acceptable format and should be free from fundamental technical or logical errors. Each student embarking upon a thesis project should read at least one M.A. or M.S. (whichever is appropriate) thesis recommended by the advisor. Each thesis topic should be thoroughly researched so that no duplication of work occurs.

When the advisor is satisfied that the thesis proposal is formally acceptable, an oral defense of the thesis proposal will be scheduled.

### **The Thesis**

When the advisor is satisfied that the thesis is formally acceptable, an oral defense of the thesis will be scheduled.

## Non-Thesis Option

In some instances, the requirements for the non-thesis option for a master's degree are satisfied by completing additional semester hours of course work in lieu of the thesis. Thirty-six credit hours are required for most non-thesis master's degrees with required courses in a field of study.

The level of courses and the examination requirements are typically the same as the thesis option. The comprehensive final examination or other capstone experience must be completed satisfactorily.

## MISCELLANEOUS

### Class Attendance

Although individual faculty members will set their own attendance policies, graduate students should be aware that, because their classes ordinarily meet once a week, missing one class is equivalent to missing one week of instruction. Consequently, absences must be kept to a minimum, and students should make certain that their professors understand the reasons for any absences from class. Although graduate work teaches students to develop skills in independent thinking, the classroom (or on-line) experience remains at the heart of this learning process; therefore, responsible and regular contribution and preparation are vital.

### Course Load

The normal, full-time course load for graduate students is nine hours per regular semester and six hours per summer session. Students wishing to take more than nine hours in a regular semester or six hours in a summer session must request special permission from the Dean of their College. It is recommended that students who are employed full time take no more than six hours per regular semester and no more than three hours per summer session.

### Leave of Absence

Students should also be aware that they are required to maintain continuous registration during the Fall and Spring semesters, including registration for thesis, until all requirements for graduation have been met. **Interruptions or delays in the course of study which have not been approved in advance by the student's advisory committee chair will interfere with the degree time limits and may result in students having to re-take courses and/or apply for re-admission to the program.**

### Leave of Absence Policy

- You must be in good standing (i.e., financial obligations met, no disciplinary action, good academic standing)
- Requests for Leave of Absence must be submitted to the Dean of Graduate School before the second week of the first semester of absence
- The maximum Leave of Absence is two semesters. Any Leave of Absence beyond



two semesters must be adequately justified and approved by the Dean of the Graduate School

- The maximum number of Leave of Absence requests is two
- You must inform the Dean of the Graduate School when you return from your Leave of Absence
- Unapproved Leaves of Absence may result in the student being required to re-apply to his or her program

### **Pregnant and Parenting Students**

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for students seeking similar accommodations. If a student would like to file a complaint for discrimination due to his or her pregnant or parenting status, please contact the Title IX Coordinator (Lauren A. Jones, J.D., [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857).

The University advises a pregnant or parenting student to notify his or her professor once he or she is aware that accommodations for such will be necessary. It is first recommended that the student and professor attempt to work out the reasonable accommodations with each other. The Office of Student Conduct and Community Engagement can assist the student and professor in working out the reasonable accommodations. In the event that a student will need a leave of absence for a substantial period of time from the University, the University urges the student to consider a Leave of Absence as outlined in the Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (<http://www.tamiu.edu/scce/studenthandbook.shtml>).

### **Anti-Discrimination/Title IX**

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lauren A. Jones, J.D., 159B Killam Library, 5201 University Boulevard, Laredo, TX 78045, [TitleIX@tamiu.edu](mailto:TitleIX@tamiu.edu), 956.326.2857. Reports may also be made to the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, (214)661-9600 and through the TAMIU electronic, anonymous reporting site located at [www.tamiu.edu/reportit](http://www.tamiu.edu/reportit)

### **Financial Aid**

Graduate students interested in financial assistance should visit the Financial Aid website: <http://www.tamiu.edu/affairs/financial/>. Additionally, the Graduate School offers a limited number of Scholarships. Please contact the Graduate School for additional details.

## **Graduate Assistantships**

The Graduate School and individual departments may provide a limited number of teaching and research assistantships for graduate students who demonstrate outstanding ability. Such assistantships will be awarded on a competitive basis, and students receiving such appointments will be subject to regular evaluation by their respective departments. These assistantships will constitute no more than 1/2 time employment, and graduate assistants will be expected to register for no less than nine credit hours per semester and to maintain a grade point average of at least 3.0 or 3.5, depending on the program. Students interested in applying for such assistantships should contact the Dean of Graduate School and/or the appropriate Department Chair.

## **Language Requirement**

All graduate students should demonstrate fundamental skills in the reading, speaking, and writing of English. Any student who proves unable to function competently in English will be required to take remedial work in order to develop the proficiency necessary for successful graduate study. Decisions about individual students will be made by the Dean of each College.

Most graduate schools encourage or even require students to demonstrate reasonable proficiency in the reading of at least one language other than English. All Texas A&M International University graduate students are encouraged to improve their skills in Spanish and to study other languages as our course offerings expand. To ascertain whether a particular degree program requires demonstrable proficiency in a language other than English, students should consult the Department Chair in their major area.

Students who hold a bachelor's degree or its equivalent from a university outside the United States may be required to pass a departmentally administered reading proficiency test of English.

## **Residence**

All coursework must be taken at this University. See Transfer of Graduate-Level Study below.

## **Transfer of Graduate-Level Study**

Twelve (12) hours of graduate level study with a minimum grade of 3.0 ("B") on a 4.0 scale may be transferred, with the consent of the Department Chair, from other accredited institutions of higher education.

## **Grades Required**

A minimum grade point average of 3.0 ("B") on a 4.0 point scale computed on all graduate work attempted must be maintained as well as in the major and in the minor. No more than three (3) semester credit hours with a letter grade of "C" earned at this university will be

accepted as credit for a master's degree. Exception: No grade below 3.0 ("B") will be accepted for the MA in Counseling Psychology and in the major curriculum courses in Sociology.

### **Correspondence Work**

In no case will courses taken by correspondence be accepted for graduate credit.

### **Maximum Number of Hours**

The maximum load for a full-time graduate student is twelve (12) semester credit hours per semester and six (6) semester credit hours each summer term. **Any semester credit hour load in excess of the maximum load must be approved by the Dean of the appropriate College.**

A graduate student may enroll for up to nine (9) semester hours in one summer session only if he/she meets both of the following criteria:

- needs the nine semester hours to complete graduation and/or certification requirements in August; and
- has at least a 3.5/4.0 grade point average based on all valid graduate work taken up to the present time. Total semester hours earned in the summer may not exceed fifteen (15) SCH.

### **Repetition of a Course**

Courses applicable to a graduate degree may not be repeated for course credit, unless prescribed during the admissions process or the Scholastic Deficiency process.

### **Minimum Grade Point Average for Good Standing**

To continue in graduate studies, a student is expected to maintain a nominal "B" average (3.0/4.0). This means that the student's record must show a grade of "A" to offset each grade below a "B" on work taken for graduate credit and applicable toward the master's degree. No grade lower than "C" can apply to a master's degree. No grades below "B" will be accepted for the Master of Arts in Counseling Psychology degree and in the major curriculum courses in Sociology.

### **Scholastic Deficiency**

If either of a student's cumulative GPA or the GPA for courses listed on the degree plan falls below the minimum of 3.000, or if a student receives a course grade of C, he or she will be considered to be scholastically deficient. If the minimum GPA is not attained by the end of next semester of enrollment, the student will be dropped from graduate studies. Students who receive a D, F or more than one C for coursework listed on their degree plan will be dropped from graduate studies. The procedures for dismissal and expulsion are explained in the TAMU Student Handbook.

*Procedures for Dismissal:*

In the event a graduate student becomes scholastically deficient, he or she may be subject to one of the following actions, initiated by a recommendation from the student's department or graduate advisory committee (listed in order of increasing severity):

1. Permitted to continue in the program on scholastic probation; or
2. Suspended from the program because of scholastic deficiency; or separated from the university because of scholastic deficiency by one of the following actions:
  - Suspension: Separation of the student from the program for a definite period of time. The student is not guaranteed readmission at the end of this period of time. The student is guaranteed a review of the case and a decision regarding eligibility for readmission.
  - Dismissal: Separation of the student from the university for an indefinite period of time. Readmission to the university may be possible in the future, but no specific time for a decision is established.
  - Expulsion: Permanent separation of the student from the university for scholastic deficiency. The student is not eligible for readmission to the university. Expulsion can occur following a ruling by the Graduate Appeals Panel that does not support the student's appeal.

A recommendation to suspend, dismiss or expel the student from the university because of scholastic deficiency must be made in writing to the Dean of the Graduate School by the department or the student's graduate advisory committee. If the recommendation is made by the advisory committee, it must be signed by all members of the committee.

A graduate student suspended for deficient scholarship may appeal such a decision through the Graduate Appeals Panel, a committee of three (3) members of the TAMIU Graduate Council.

### **Academic Probation**

If at the end of any semester the student's grades have fallen below the "B" level, the student will be considered to be on academic probation until the required average is restored by higher grades on subsequent courses applicable to the degree.

### **Academic Suspension**

If, while on academic probation, a student allows his/her average for any semester to fall again below the nominal "B" average, the student will be placed on academic suspension during the next semester. The student may petition through the Graduate School to register again on scholastic probation after an absence from the University of one long semester, or longer.

### **Graduation Under a Particular Catalog**

A degree seeking student may receive his/her master's degree upon satisfying the requirements of the catalog under which he/she first earned resident credit for graduate work, or upon satisfying the requirements of the catalog of any subsequent year in which he/she earned credit as a resident student in the University. All requirements for a master's degree must be

completed within a period of five years or within the time specified for the particular program. No credit more than five/six years old, counting from the catalog year in effect at registration, will be recognized as graduate credit applicable toward a graduate degree. Students whose coursework has expired may repeat the expired course(s) or request an appropriate substitution. Students may also submit an Extension Form for Graduate Coursework requesting credit for expired coursework.

## **Ethics**

Texas A&M International University graduate students should recognize that they represent their intellectual community in a special way. Our institution's reputation depends upon what our graduates achieve and upon how they conduct themselves. The University expects graduate students to conduct themselves in accord with principles appropriate to mature and rational individuals. A detailed description of the Student Code of Conduct is available in the Texas A&M International University *Student Handbook*.

## **Graduate Student Working Greater than 50% Effort**

The following is a reminder of the Graduate School-Graduate Council Guidelines for employing Graduate Students at greater than 50% effort.

1. Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT) and Graduate Assistant Research (GAR) are normally required to work 20 hours per week (50%)
2. GAT, GANT, and GAR positions are not allowed to work beyond 50% efforts without the approval of the Graduate School.
3. International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.
4. Domestic students are allowed to work no more than 10 hours per week beyond the assistantship anytime during the semester provided they are correctly registered and the department giving the assistantship approves the extra hours.
5. As referenced in #2, a written request must be submitted to the Graduate School from the hiring entity through the department giving the assistantship (if the hiring entity is not the department giving the assistantship).

## **TAMUS Pathways to the Doctorate Program**

Pathways to the Doctorate is a program dedicated to increasing the number, quality, and diversity of master's and doctoral graduates across all disciplines within the nine universities and the Health Science Center of Texas A&M University System. This allows the program to recruit

top students from diverse geographic, socio-economic, racial, ethnic and cultural environments to pursue careers in higher education and thus produce the next generation of faculty. Pathways to the Doctorate is one approach to Closing the Gaps in Texas.

Through a variety of activities such as seminars and workshops, inter-institutional exchange programs, a mentoring program and an annual research symposium with System wide participation, the Pathways Program:

- creates a pathway for talented students to pursue graduate education;
- fosters opportunities for faculty, graduate and undergraduate students to collaborate and to pursue innovative research and enhance interpersonal communication skills;
- enlightens and encourages students and teachers (P-16) to see that science and technology are essential to lead a life of discovery and enjoyment;
- helps meet faculty needs as post-secondary enrollment grows and current faculty retire.

Information can be found at <http://ogs.tamu.edu/OGS/pathways>. Contact the Dean of the Graduate School if you are interested in the Pathways to the Doctorate Program.

## **APPENDIX – FORMS**

Request for Service on a Graduate Advisory Committee

Comprehensive Examination Form

Thesis/Dissertation Flowchart

Thesis/Dissertation Timeline

Thesis or Dissertation Proposal Cover Sheet

Written Thesis (M.S./M.A.) Approval Form

Written Dissertation (Ph.D.) Approval Form

Copyright and Availability Form

Undergraduate Enrollment in Graduate Course(s) Request

Leave of Absence Request

Graduate Change of Minor/Concentration/Catalog

Scholastic Deficiency Appeal

Petition for Academic Readmission/Reinstatement

Extension Form for Graduate Catalog/Coursework







TEXAS A&M  
**INTERNATIONAL**  
UNIVERSITY

## **Graduate School**

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